

INFORMAL LETTER 6

You should look at the poster on the next page and study the information carefully to write your email.

Your friend has seen the poster on the next page and she would like to attend some of the events listed. She has asked you for your opinion of the events and would like you to attend the events with her.

Send an email to your friend suggesting:

- two events mentioned in the poster that are suitable for both of you
- two events in the poster that are not suitable for you
- which event you would most like to attend and why

Write your letter in clear, accurate English and in a friendly and enthusiastic tone that will show your friend how keen you are to attend the events together.

You should use your own words as much as possible.

June School Holiday Events!

It's time to take a well deserved break this June! Read on to find out about the exciting events lined up this holiday!

FORT CANNING PARK

This June, Fort Canning Park will be transformed into an exciting venue for a variety of events.

- 5-7 June (10am-10pm)
Flea market (A treasure trove of antiques, local brands and pre-owned items)
- 9-12 June (7pm-late)
Concerts in the Park (This annual event is back! This time there will be both local and international bands who will blow your mind away with their chart topping hits. Daily tickets cost \$88. A 4-day pass costs \$280.)
- 15-22 June (9am-9pm)
History Alive (Go on guided tours of the area and discover vestiges of life in the past. There will also be art and craft corners for children, balloon sculpting and performances by the Singapore Dance Academy.)

SINGAPORE ZOO & NIGHT SAFARI

Whether you are a child, a teenager or an adult, these are places that you will never get tired of.

- 8 June (8am-11am)
Zoo run (This run takes participants through the Singapore Zoo and the Night Safari. This scenic route offers a view of the reservoir as well as various animal exhibits.)
- 13 June (8am-12pm)
Zoo hunt (This event which used to be open only to those below 12 years old, is now open to teens and adults as well. The hunt for animals and the quest to rid the zoo of poachers is more challenging than ever! Attractive prizes await the winning team!

Hi Chloe,

I'm glad to hear from you. Time flies! It seems like only yesterday when we went on our Malacca trip during the December holidays. Now, the June holidays are approaching. These events have come at an **opportune** time. I was just thinking about what I could do during the holidays.

I think we should go for one event at each of the venues. The Concerts in the Park at Fort Canning sound really interesting. Do you remember how we tried to get tickets for this event last year but all the tickets were sold out? Let me find out the names of the bands performing on the four days and we can choose a day when our favourite bands will be performing. I think local bands are really good nowadays and I can't wait to watch the international bands perform. Since they are playing chart topping hits, we will definitely be familiar with their setlists. The concerts are from 7pm till late, so it'll be a good time for us to stay out really late! My dad could pick us after the concert so we won't have to worry about transport home.

I think we should also attend the zoo run on 8 June. It's been a long time since we've been to the zoo and an early morning run along a **scenic** route would be very pleasant. It wouldn't be a bad idea running past the various animal exhibits as well! We can **reminisce** about the many times we went to the zoo when we were in kindergarten!

I think we should avoid the flea market at Fort Canning from 5-7 June. Firstly, we both have activities in school on these dates. I think we should only attend the events after our school work is completed. Although it is a flea market, the items sold might not be affordable. The antiques, local brands and pre-owned items are beyond our reach and most of them might not interest us as well. Do you remember the flea market that we went to last August? There were so many stalls but they were such a disappointment.

We should definitely avoid the zoo hunt. Even though it states that the hunt is open to teens and adults, I think a hunt is a very **childish** activity that's only suitable for young children. The prizes are not enough to entice me to take part in the hunt. What about you? I can't imagine you rushing about in the **sweltering** heat trying to overcome obstacles to rid the zoo of 'poachers'!

I think the Concerts in the Park is the event that we definitely should not miss. We already missed it last year. If we start planning early, we can buy the tickets early and we can be **assured** that there will still be tickets available. I'm sure we'll have a **blast** dancing along to the music.

Paragraph Topic

Paragraph 1

Introduction: Background information on the email

Paragraph 2

Attend Concerts in the Park

Paragraph 3

Attend the zoo run

Paragraph 4

Avoid the flea market

Paragraph 5

Avoid the zoo hunt

Paragraph 6

Concerts in the Park is the most suitable event

What do you think of my suggestions? If you're agreeable, let me know soon so that we can start planning! I can't wait for the holidays to start!

Paragraph 7

Conclusion: Events after the email

Write soon!

Jenna

Comments

The writer makes use of the different information in the poster to explain the reasons for suggesting the various activities. These include the dates of the events, the time of the events as well as the write-up given for the events.

Vocabulary

1. **opportune:** most suitable time
2. **scenic:** beautiful scenes often of nature
3. **reminisce:** to talk about pleasant events of the past that are pleasant
4. **childish:** immature
5. **sweltering:** very hot
6. **assured:** that something will happen and you do not have to worry
7. **a blast:** an enjoyable experience

Word Use

Exclamation marks can be used to increase the degree or the strength of what the writer is saying. It can show surprise, excitement and anger.

- Time flies!
- It wouldn't be a bad idea running past the various animal exhibits as well!
- We can reminisce about the many times we went to the zoo when we were in kindergarten!
- I can't imagine you rushing about in the sweltering heat trying to overcome obstacles to rid the zoo of 'poachers'!
- If you're agreeable, let me know soon so that we can start planning!
- I can't wait for the holidays to start!

As the letter is about a positive event, the exclamation marks have been used to show how excited the writer is when expressing his thoughts.

Exclamation marks can also be used to show anger.

- I could not believe how rude he was!
- That was a terrible thing to do!